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Institute Report

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My Dashboard

News

My Recent Activity

Welcome, Christina Testa

Message Board

What would you like to do?

My Recent Vacancies

- › JobID 1381: Outdoor Maintenance at Buildings and Grounds (B&G)
- › JobID 1099: Substitute Teacher at Administrative Services Center (ASC)
- › JobID 1131: Substitute Custodian at Buildings and Grounds (B&G)
- › JobID 1361: Temporary Long Term Substitute Teacher at District (DIS)
- › JobID 1349: Office Substitute at District (DIS)
- › JobID 1281: Crossing Guard at District (DIS)

My Recent Files

- › Applicant 31430: Shannon booth
- › Applicant 27977: Lindsey Smiley
- › Applicant 32948: Brooke Younger
- › Applicant 7870: Christina Smith
- › Applicant 32799: Dalton Masterson
- › Applicant 32943: michael st. vrain
- › Applicant 32881: Avery Temple
- › Applicant 32945: randy williams
- › Applicant 32905: Paul Eberle
- › Applicant 32915: Brian Kennebeck

Folders and Routings

- › SSD Subs Contacted



Job Postings

Job Postings

Job Postings Dashboard

Search Job Postings

List All Active Postings

Create New Posting

Open Postings By Category >

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Requisitions

Requisition Inbox

Create New Requisition

My Draft Requisitions

My Requisitions In Process

My Open Requisitions

Search

Search

Job ID / Title

Category

Location

Open On or After

Closing On or Before

☒ Open Only

☐ Active Only

Search

Job Postings Dashboard

Activity and Statistics

Requisitions Denied

Requisitions Approved

Requisitions Submitted

Postings Closed

Job Openings Posted

Activity Timeline





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My Requisitions In Process



Requisition

Select an option below.

~~Start From~~



[A blank form](#)

For your first requisition, choose "a blank form"



[A template](#)



[My previous requisitions](#)

Previous requisitions will be an option after you have created some



[Any previous requisition](#)



Job Postings

Job Postings

📁 Job Postings Dashboard

🔍 Search Job Postings

☰ List All Active Postings

+ Create New Posting

☰ Open Postings By Category >

🔔 Active Postings By Category >

📁 All Postings By Status >

Requisitions

📁 Requisition Inbox

+ Create New Requisition

☰ My Draft Requisitions

☰ My Requisitions In Process



Requisition

Edit/Create your Requisition below.

Submit Requisition

Main Description Assigned Application Pages Per Posting Questions Posting Tools Forms Advertise Approval Process

Title

Tip: Be as descriptive as possible in less than five words.

Translate

☐ Override the sort order of this listing.

Position Type

Recruitment Type:

Location

This job posting must have a valid location for cross posting.

☐ Is this position in a high-needs school as [defined by NCLB?](#)

Requisition

Date vacancy will occur:

Budget Code:

Reports To:

Reason for vacancy:

If other, explain:

Name of employee currently in this position:

Assignment Type: ☐ Full time ☐ Part time

Indicate FTE and/or hours per day:

Assignment Tenure: ☐ Permanent ☐ Temporary

If temporary, indicate the end date:

Preview

Save

Save & Next -->



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Date vacancy will occur:

Budget Code:

Reports To:

Reason for vacancy:

If other, explain:

Name of employee currently in this position:

Assignment Type: ☐ Full time ☐ Part time

Indicate FTE and/or hours per day:

Assignment Tenure: ☐ Permanent ☐ Temporary

If temporary, indicate the end date:

Minimum requirements for position:

Education:

Experience:

Special Skills:

If teaching position:

Major(s):

Minor(s):

License Required:

Preview

Save

Save & Next -->



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My Open Requisitions



Requisition

Edit/Create your Requisition below.

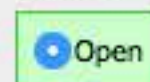
Submit Requisition

Main Description Assigned Application Pages Per Posting Questions Posting Tools Forms Advertise Approval Process

Display Info

Define how and when this posting appears on your website.

Does this posting appear to applicants?



Closed

Based on Schedule

Depends on Internal/External

Date Posted 02/09/2022



Position Start Date



Application Deadline



For appearance only. Does not need to be mm/dd/yyyy.

Are you accepting online applications for this posting?

Yes - Accept Online Applications for this posting (default).



Applicant Tracking Status

Is this posting active for applicant tracking administrative users?

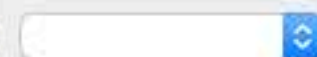


Inactive

Based on Schedule

Choose ACTIVE

Selection Pipeline



Office Use Only

New/Replace

Not tracking.

This is a newly created position.

This vacancy is to find a replacement for a position.

Note:

If replacement, please enter the name of the person being replaced

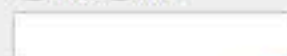
For Fiscal Year:



Filled?

Yes No

Filled By AppNo:



Date Filled:



Track As Internal Only: Yes No

Preview

Save

Save & Next -->



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Main Description Assigned Application Pages Per Posting Questions Posting Tools Forms Advertise Approval Process

Attach a File



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Link

Unlink

Source

PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW:

- Job Title
- Building
- Any special job requirements/certification requirements
- Full or part time (include number of hours per day or week if part time)

body

Job ID 1283 - Preview

Save

Save & Next -->



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Requisition

Edit/Create your Requisition below.

After you click "SAVE" below, please click on this tab

Submit Requisition

Main Description Assigned Application Pages Per Posting Questions Posting Tools Forms Advertise **Approval Process**

Attach a File



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[Main](#) [Description](#) [Assigned Application Pages](#) [Per Posting Questions](#) [Posting Tools](#) [Forms](#) [Advertise](#) [Approval Process](#)

Assign Approvers

This requisition was submitted by **Christina Testa**. Assign the approvers in the order that they should review this requisition.

Approver

1.
2.
3.

Assign Final Approver

A Final Approver selection is required. The Final Approver is responsible for the management of the job posting – ensuring technical and visual accuracy of information in the posting for applicants. The Final Approver is typically *not* the highest authority in the organization.

Final Approver

Human Resources Department

E-mail Upon Final Approval

☐ Send all approvers an e-mail when this requisition becomes a Job Posting.

Other E-mails:
(separate with semi-colons, i.e. email1@mail.com; email2@mail.com)



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(separate with semi-colons, i.e. email1@mail.com; email2@mail.com)